

## Procedures for Observed Meets

Meets are granted “**OBSERVED**” status to allow USA registered swimmers the opportunity to have their times, achieved at non USA sponsored meets, entered into the USA SWIMS database, to count as qualifying times for future meet entries.

In order for the meet to be granted “**OBSERVED**” status, it must conform to the following conditions:

**202.8 REQUIREMENTS FOR OBSERVED SWIMS** — Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved as observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met:

**.1** The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the Program & Events Committee Chair or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.

**.2** Requests for observers for certification of times from meets in the championship progression must be made to the host LSC in accordance with LSC procedures at least 10 days prior to the meet. Applications for observation of all other meets must be made to the host LSC at least 10 days prior to the meet. Authorization of such non-championship meets must then be approved by the Program & Events Committee Chair or designee.

**.3** An observer must verify that all swims approved for USA Swimming purposes were in accordance with the following requirements:

**A.** Minimum of one referee, one starter and two stroke and turn judge association officials working season-culminating championship meets and invitationals;

**B.** 102.24 (Timing Rules);

**C.** 103.3 (Racing Course Dimensions); and

**D.** 103.14 (Starting Platforms).

**.4** Where the technical rules of the stroke differ from USA Swimming as defined in Article 101, at least two observers from USA Swimming and/or the YMCA, who shall be certified Stroke & Turn Judges assigned or approved by the LSC, must be on deck and in position to observe the strokes where the rules differ, in order to verify compliance of the swim or swims with that part of the USA Swimming rule that differs from the organization’s rule. Where the technical rules as listed in **Article 101** are identical to those of the organization under whose rules the meet is being conducted, the judgment of the organization officials shall be sufficient. The times should be entered, upon request, into **SWIMS**, the National Times Database.

In order for times to be submitted to SWIMS, they must meet certain format standards.

They must include the swimmers **FIRST** and **LAST** name, and **Middle Initial** as recorded in their USA membership record (i.e. no nicknames, etc.). Their entry in Hytek must also contain their correct date of birth and their USA member ID number.

The screenshot shows the 'Add New Athlete' window with the following data entered:

Last Name	Smith	First Name	Edward	MI	S
Pref Name		Birth Date	12/31/01	Age	17
Reg ID#	123101EDWSSMIT	Team	GREEN-GA	Dynamo Green	
Gender (M/F)	M	Class Year		Status	Normal
Citizen of		Competitor #	1025	SOMS ID	
2nd Club		City		Disability (\$, SB, SM)	
		State			

- **Prior to the meet** - this information should be provided as part of the entry file submitted to the meet host. It is the responsibility of the coach or swimmer, to request that their times be considered for USA Observation, and provide the information listed above.
- This information should **ONLY** be included for swimmers wishing to have their times submitted to SWIMS. **Submitting incorrect ID's for non-USA swimmers will create errors and slow down the entire process.**
- Once entries are closed; and **prior to the actual meet**; the meet host shall submit a Registration file to the Georgia Swimming Registrar to confirm that all information provide is correct. This should be done at least 2-3 days before the meet.
- This can be accomplished by using the following steps:
  - In Hytek, click on **FILES**, upper left corner of the main screen.
  - EXPORT – USA-S Registration
  - You will get the drop down screen shown below
  - Make sure you click the **“Only Include Athletes with a USS ID”** button
  - It is not necessary to include any other fields

The 'Export USA-S Registration' dialog box shows the following configuration:

- Team: [Dropdown]
- LSC: [Dropdown]
- Region: [Dropdown]
- Gender:  Both,  Male Only,  Female Only
- Only Include Athletes with a USS ID

- When the file is created, you will get the following screen:



- Click O.K.
- It will then ask you where you would like to save the “ZIP” file on your computer



- Once saved, send the file to the Georgia Swimming Registrar for registration verification

[registrar@gaswim.org](mailto:registrar@gaswim.org)

- The registrar will process your file against the USA Membership Database.
- If there are any errors or problems, an error report will be generated and returned to you.
- It will be your responsibility as the meet host to work with the team coaches to get these errors resolved and corrected in Hytek prior to the meet running.

## POST Meet Activity

Once the meet is completed and all corrections have been made, etc., **ONLY** the meet results for USA Swimmers wishing to have their times submitted to USA, need to be submitted to the Georgia Swimming SWIMS Coordinator for upload to the SWIMS database.

This can be achieved by following the steps below:

- Turn off meet mobile (if in use) – so the USA only DQ's will NOT be reported to meet mobile.
- Enter USA only DQ's, if applicable, and re-score each heat that had those DQs.
- From the main screen in Hytek – click on **"FILES"** (upper left hand corner of the screen) – **"EXPORT"** – **"Results for Swim Manager or SWIMS or NCAA or USMS"**
- You will get the **"Export Results"** screen
- Once again make sure you click the **"Only Include Athletes with a USS ID"** button

The screenshot shows the 'Export Results' dialog box. The 'Only Include Athletes with a USS ID' checkbox is circled in red. Other options include 'Include Splits', 'Final Results Only', 'Semi-Final Results Only', 'Copy last .hy3 and .cl2 file', 'Exclude Foreigners', 'Exclude Birth Dates', 'Exclude Diving', and 'Exclude Bonus Events'.

- As before, save the ZIP file to your computer and send it to the Georgia Swimming SWIMS Coordinator for processing

[ravid2000@gmail.com](mailto:ravid2000@gmail.com)

- If you followed the instructions and submitted the registration file for the pre-meet membership ID scan; you should have minimal errors, when the file is processed for SWIMS.
- If there were late entries, or late requests for observation, you may have a few errors. These will be returned to you for correction.
- If you did not follow the previous steps to insure your entry file was correct; the SWIMS process will kick out a massive amount of errors. It will be your responsibility, as meet host, to correct these errors and resubmit the results. **Georgia Swimming will not spend the time necessary to correct these errors.**
- Georgia Swimming will not certify your meet results for SWIMS until they are error free.
- **If the above requirements are not met; your meet results will be rejected and not submitted to SWIMS.**
- **If this situation occurs and your issues with your meet results are not resolved in a timely manner and to the satisfaction of Georgia Swimming; your meet will not be granted "OBSERVED" status the following year.**